



PRIVACY NOTICE ON PERSONAL DATA PROCESSING

- pursuant to articles 13 and 14 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)

Dear **Client**, dear **Visitor**,

exida engineering GmbH (hereinafter referred to as "Company"), in its role of party (or of potential party) to a contract and/or agreements and/or business relationship (hereinafter also referred to as "Agreement(s)") entered with you as client and/or as visitor (hereinafter also referred to as "You" or "Client") and in its role of data controller of Your personal data, in accordance with articles 13 and 14 of the above-mentioned European Regulation 2016/679 on the protection of natural persons with regard to the processing of personal data and with the applicable national data protection laws including decisions issued by the local Supervisory Authority, (hereinafter the "Regulation"), intends to provide You with the following information:

1. Identity and contact details of the data controller

The data controller is:

exida engineering GmbH, with registered office in Germany;
Address: Am Soeldnermoos, 17, 85399, Hallbergmoos, Germany;
phone number +49 811 12880421 represented by its Legal Representative for the time being, (hereinafter also referred to as "Data Controller").

The Data Controller is available also at the following e-mail address: info@exida-eng.com

2. Purposes for processing personal data and legal basis

Personal data of the data subject (as defined below) are collected every time You contact the Company by e-mail, and/or You place an order for any products or services of the Company, You finalize a draft of an Agreement, and/or You sign an agreement, including non-disclosure or confidential agreement and further will be processed for the performance and management of the Agreements themselves and for the performance of the business relationship with You. Personal data will be processed also to facilitate, as part of a business relationship, physical visits to the Company's premises and/or for complying obligation required by the applicable law and regulation. Inter alia, the personal data could be processed in order to comply tax and accounting obligations, for administrative management of the Agreements including the handling of invoices, as well as for handling possible litigation. Personal data will not be used for an automated decision-making, including profiling, or during the visit of the Company's premises for communication purposes.

The processing of personal data for the above-mentioned purposes does not require the consent of the Data Subject since the Data Controller is authorized to avail itself of the reliefs available under letter b), c) of article 6.1, of the Regulation.

The provision personal data is necessary and is a requirement: failing this, it becomes impossible to enter into an Agreement or, in case of existing Agreements, to fulfil the obligations and commitments arising from such Agreements as well as to performance an Agreement or in order to take steps at a request of the Data Subject prior entering into an Agreement or to access physically for a visit the Company's premises.

3. Categories of personal data

The personal data provided by You and/or concerning Your company's staff (e.g., directors, employees, collaborators, consultants) (hereinafter referred to as "Data Subject"), that You have selected and appointed for the performance, fulfilment and management of the Agreements may include the Data Subject's name, surname, e-mail address, contact data, fiscal code number, place and date of birth, image (portrait) on the badge or surveillance camera, while physically visiting the Company's premises, role and position in Your company.

4. Categories of recipients of the personal data and processing methods

The data are processed by the Company and by those natural or legal persons entrusted by the Company for the processing of personal data, generally by the accountancy department and/or by the employees of the Company, who need to process them, mainly by means of electronic or manual systems. They process the data according to the principles of fairness, integrity and transparency that are required by applicable laws on data protection as well as by preserving the privacy of the Data Subjects, through the implementation of technical and organizational measures ensuring an adequate safety level (including, without limitation, by preventing access from unauthorized persons - unless such access is required by the applicable laws - or by ensuring restoration of access to data after material or technical accidents).

In relation to the above-mentioned purposes, collecting and processing of personal data takes place through manual, IT and/or electronics methods (including data capturing software such as video surveillance cameras placed on the Company's plant or facility: specific signs, makes Data Subject aware of this specific manner of processing personal data, when they visit the Company's site area): the above mention methods of collecting and processing data are inspired by logics which aim to guarantee the safety and confidentiality of the data themselves in compliance with the Regulation. Personal data will not be used for an automated decision-making, including profiling, or during the visit of the Company's premises for communication purposes.

5. Disclosure and transfer of data to third parties

Without prejudice to the duty of disclosure in order to fulfil and perform every legal or contractual obligation of the Agreements, the personal data may be disclosed to the following categories of subjects: • collaborators of the Company, • tax or legal consultants, • insurance and legal institutions, • credit institutions or banks for the payment of the obligations set for in the Agreements, • technicians for the maintenance and management of the IT system • public authorities, local or foreign judicial authorities, included those persons, that are authorized by the laws or by the Agreements to receive such data. Some of these entities act as independent data controllers or as data controller acting on behalf of the Company and as such appointed by the Company in compliance with article 28 of the Regulation as processors.

Among the personal data, contact details may also be disclosed occasionally and for single reasons to other clients and/or suppliers of the Company, e.g., when it becomes necessary to collaborate with any of such persons for the performance of the Agreement.

In order to perform specific services implying the need of personal data processing, the Company may also avail itself of third parties, including the service of substitutive filing or maintenance on the IT systems in which data are processed. These services' companies operate as external data processors in compliance with specific and adequate directions concerning the processing methods and safety measures as specified in separate agreements between those companies and the Company. The complete and updated list of the companies acting as data processors is available on request to the contacts mentioned above under point 1.

The data may be also disclosed to other companies' franchisee of the Company with registered office inside and outside the European Economic Area (EEA) (the updated list is available on www.exida.eu.com): the disclosure depends on internal administrative purposes or if these companies need to cooperate for the performance of the Agreements.

Personal data shall not be disseminated.

6. Transfer to countries outside the European Economic Area (EAA)

In case of transfer of personal data to countries located outside the EEA, the Company undertakes to ensure a level of personal data protection, also by means of entering into specific agreements having aim to adequate the protection and the processing of personal data at the standards required by the Regulation.

7. Storage of data

The data will be stored as long as it is necessary to comply with the above-mentioned purposes, unless there is a specific need of the Company for further storage in connection with its right to defend itself in front of a jurisdictional entities and authorities.

The main periods of use and storage of personal data depending on the different processing purposes are the following:

- performance of the Agreement: 10 years and six months after the conclusion of the Agreements' performance;
- obligations depending by the compulsory dispositions of applicable law: as long as applicable law requires to store the data (e.g. the requirement to keep invoices and other Company's documents for at least 10 years);
- obligations arising from professional insurance agreements the Company entered into.

8. The Rights of the Data Subjects

According to the Regulation, a Data Subject has the rights listed below:

- Right to access: Data Subject may request copies of its personal data processed;
- Right to rectification: Data Subject has the right to obtain, that the Data Controller corrects, updates and completes any personal data the Data Subject believe is inaccurate or incorrect;
- Right to erasure: Data Subject has, under certain conditions, the right to request that the Data Controller erases personal data, e.g., those data which storage is no longer necessary in relation to the purposes for which they had been collected or processed;
- Right to restriction on processing and right to objection to processing: Data Subject has the right to object to the processing or to request the limitation of the processing, for legitimate reasons and in the assumptions provided in articles 18 and 21 of the Regulation;

- Right to portability: Data Subject has the right to request that the Company transfers a copy in electronic form of the personal data that it has collected to another organization or directly to the Data Subject.

For the exercise of the rights above and in case of further requests for information regarding the present privacy notice, the Data Subject can contact the Data Controller by sending an email to info@exida-eng.com or by a registered letter to the legal address of the Company. Within 30 days of submitting the request, the Data Controller will provide the Data Subject with feedback in written form also by electronic means. Data Subject, if they wish to report a complaint, may contact the local Supervisory Authority (poststelle@bfdi.bund.de).

9. Changes to the notice

You and/or the above mentioned Data Subject may review this privacy notice on the website <https://www.exida-eu.com/privacy-policy> or request a copy using the contact details set out above at point 1.

The Data Controller may modify or update this privacy notice: You are invited to check from time to time for changes. In case changes have been made, the Data Controller will change the effective date, posting the new date at the end of this notice. Please check from time to time the date posted here below.

Should changes affect the nature of the processing or impact substantially on the protection of the data, the Data Controller will give You and/or the Data Subjects sufficient notice in order to give You and/or the Data Subjects the opportunity to exercise your rights (e.g. right to object to the processing).

You undertake to inform the Data Subjects (directors, employees, collaborators, consultants and the other staff individuals, whose data may be processed by the Company for the performance of the Agreement that You and the Company are parties to) about the content of this privacy notice.

Last update: February 2023